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DIARY NOTES

DD/S *W L*

27 November 1963

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1. Emmett Echols telephoned about post clearance procedures and said that he saw nothing further to do in this field except to ensure that monetary and property accounts were in order as personnel transferred from one post to another. I told him that I thought [REDACTED] was working on this matter and that I would ask Vernon to get in touch with him if he needed any further help.

2. At the Executive Committee Meeting this morning:

a. The Director said that he would discontinue the 0830 meetings in the East Building and that he would have to find out just when the President wants to be briefed. There may be some change in the time of the regular morning meeting depending on the outcome. The Director intends to continue to brief the President personally for the time being. This is in addition to the other briefings which DD/I personnel carry on routinely.

b. The Director instructed everybody to ensure that all information which this Agency had on the Oswald case was compartmented as *completely* quietly as possible and that we did not participate in any gossip or discussion about the Oswald case, possible changes in the White House staff, or anything else that might be connected with the President's assassination and its many ramifications.

c. Mr. Kirkpatrick requested that we caution our staffs again about dealings with the press and emphasize that they should have the same relationship with [REDACTED]

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d. Mr. Kirkpatrick also requested that people stop adjusting their own thermostats, saying that if people did not stop being their own heating and air conditioning engineers we never were going to get the heating situation adjusted in the building.

3. A special Senior Staff Meeting was called for 1100 hours this morning.

a. Mr. Kirkpatrick announced the establishment of an educational aid fund for dependents of Agency employees. He requested, however, that this information not be passed on to employees generally lest we generate more interest and requests for assistance than we could possibly satisfy.

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b. Kirk reminded those present that it was not possible to claim reimbursement for entertainment of other Government officials unless there was a non-Government official present. General Carter suggested that, if there should be any doubt in anyone's mind, he should check with Bob Fuchs, the new Director of Finance, before incurring an obligation. (I want to follow up on this and take it up at another Senior Staff Meeting because I think it was left very fuzzy indeed this morning.)

c. Kirk also admonished everybody again about speeding.

d. Kirk announced that the next Senior Staff Meeting would be on 16 December in the USIB Conference Room.

e. General Carter gave a short briefing on the Agency relationship with the White House and the Director's relationship with the President.

f. General Carter also announced the split of the Office of the Comptroller between the Executive Director and the Deputy Director for Support.

g. General Carter re-emphasized the Director's admonition to compartment all information about the Oswald case and not to participate in any gossip of any kind about this case, White House changes, or anything else related to the President's assassination.

h. I inquired as to whether there should be any changes in our Christmas program as a result of the President's assassination. General Carter said that he thought the program which we had last year with religious services, caroling, decorations, etc., was entirely in order, and if there should be any further guidance with regard to parties he would get it to us before that time.

4. I attended a special meeting of the Comptroller's staff to announce the organizational changes which were effective on 18 November, to explain the role which I had played in these changes, and to welcome those people returning to the DD/S. While I would not say there were smiles on everybody's faces, it did seem to go down fairly well. I took it that the transfer of the Automatic Data Processing Division to the Office of Computer Services, DD/S&T, would probably be the roughest problem, and I have put DD/S&T () 25X1A9a () on firm notice as to the challenge they have to avoid a deterioration of morale and their responsibility to provide computer services to the Agency at large. (Once we sort out a few fuzzy areas, I anticipate no problem really in coordinating the Office of Finance with the Executive Director-Comptroller.)

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5. Bob Bannerman called to say that the Director had expressed to [REDACTED] some unhappiness because General Carter did not personally talk to [REDACTED] case. I said that I was sorry to hear this since Bob had talked to [REDACTED] at the specific direction of General Carter but that I saw nothing further for us to do.

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